



**Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Date: 11/7/2017 **VisitType:** Monitoring Visit **Arrival:** 2:20 PM **Departure:** 5:10 PM

CCLC-47417

Young Leaders Academy of South Atlanta

7490 Old National Highway Riverdale, GA 30296 Fulton County
(678) 884-5060 ylasa1681@gmail.com

Regional Consultant

Stephen Knighton

Phone: (770) 342-7943

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coty.cummings@dec.al.gov

Mailing Address

7490 Old National Highway suite 500
Riverdale, GA 30296

Quality Rated: No

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/07/2017	Monitoring Visit	Good Standing	
06/09/2017	Initial Licensing Study	Good Standing	

Ratios/License Capacity


Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
main	A- Front		0	0	C	9	C	NA	NA	
main	B- Back	Infants and One Year Olds and Two Year Olds and Three Year Olds	1	8	C	12	C	NA	NA	Snack
Total Capacity @35 sq. ft.:			21		Total Capacity @25 sq. ft.:					0
Total # Children this Date:			8		Total Capacity @35 sq. ft.:					21
					Total Capacity @25 sq. ft.:					0

Building	Playground	Playground Occupancy	Playground Compliance
main	A- Left	11	C
main	B- Right	7	C

Comments

Plan of Improvement: Developed This Date

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).

	<p>Reminder: All employees of child care programs must be fingerprinted before January 1, 2017. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.</p>
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O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@decals.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decals.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov

Rhonda Scott, Program Official

Date

Stephen Knighton, Consultant

Date



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Findings Report

Date: 11/7/2017 **VisitType:** Monitoring Visit **Arrival:** 2:20 PM **Departure:** 5:10 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-Center Clean/Well Maintained

591-1-1-.26 Playgrounds(CR)

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant's observation that a hazard existed in that there was no barrier around the gas meter on playground B.

POI (Plan of Improvement)

The Center will add a four (4) foot barrier around the gas meter.

Correction Deadline: 1/5/2018

Food Service

591-1-1-.15 Food Service & Nutrition **Not Met**

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that one infant enrolled did not have an infant feeding plan on record as required.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 11/7/2017

Finding

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on observation that an infant in care was placed into a high-chair and was not strapped in securely to ensure their safety.

POI (Plan of Improvement)

The Center will inspect feeding equipment to ensure it meets each of the listed criteria and to verify a feeding chair or equipment is provided for each child who requires one. The Center will train staff and monitor to ensure that the feeding equipment is cleaned with a disinfectant after each use.

Correction Deadline: 11/7/2017

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Met**

Comment

Staff Stated Proper Knowledge

591-1-1-.17 Hygiene(CR) **Met**

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) **Met**

Comment

Discussed-Documentation/Procedures

Safety

591-1-1-.11 Discipline(CR) **Met**

Comment

Observed-Positive Learning Environment

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Paperwork discussed; center has decided to transport children from school.

Consultant performed a walk through of the transportation vehicle and observed that there were not enough seat belts for all children being transported. Consultant discussed these concerns with center staff.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the director and driver of the transportation vehicle did not evidence of updated transportation training as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 11/17/2017**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the vehicle used for the routine transportation of children did not have a annual vehicle safety inspection as required.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 11/13/2017**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that there was no operable fire extinguisher on the transportation vehicle as required.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 11/7/2017**Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation that children participating in routine transportation were not securely restrained as required.

POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 11/8/2017

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that multiple children being transported did not have parental authorization as required.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 11/8/2017

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that seven children participating in routine transportation did not have emergency medical forms on record.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 11/10/2017

Finding

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on a review of records that the center did not have passenger transportation checklists available upon request.

POI (Plan of Improvement)

The Center will maintain a passenger checklist as required.

Correction Deadline: 11/10/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on observation that a first check was not conducted when children were dropped off at the center for the after school program.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 11/8/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on observation that a first check was not conducted when children were dropped off at the center for the after school program.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 11/7/2017

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Met

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 4

Staff # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Not Met
Date of Hire: 06/01/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing,.36(3)(a-b)-2 hrs. Transportation Training missing,.24(1)-Evidence of Orientation Missing	
Staff # 3	Not Met
Date of Hire: 10/21/2016	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 05/18/2017	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing,.24(1)-Evidence of Orientation Missing	

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(h) requires that for a Provisional Employee to become a permanent Employee, the individual must have a satisfactory Fingerprint Records Check Determination. It was determined based on a review of records that one staff member has a satisfactory fingerprint letter with an expired portability date of February 8, 2017 and the employee was hired on July 24, 2017.

POI (Plan of Improvement)

The Center will ensure that Provisional Employees obtain a satisfactory Fingerprint Records Check Determination in order to become an Employee.

Correction Deadline: 11/10/2017

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that four out of four employees did not have completed orientation records as required.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 11/10/2017

591-1-1-.31 Staff(CR)**Met****Comment**

Lead staff education requirements met.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that the health and safety of children in care was potentially affected in that infant children were housed together with three-year-olds.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Correction Deadline: 11/7/2017

591-1-1-.32 Supervision(CR)**Met****Comment**

Observed-Adequate Supervision